



TO: Mayor Zohran Mamdani
Comptroller Mark Levine
City Council Speaker Julie Menin
FROM: The Procurement Policy Board (PPB)
DATE: January 27, 2026
SUBJECT: Professional Standards for Agency Contracting Officers:
Calendar Year 2025

1. BACKGROUND

Pursuant to § 311 of the New York City Charter, the Procurement Policy Board is required to issue an annual report setting forth the professional standards for agency contracting officers adopted by the Mayor, including any applicable certification process.

The New York City Procurement Training Institute (PTI) was established by way of Executive Order 38 of 1992 in order to provide training and education programs to City personnel in professional skills necessary for the procurement of goods, services, and construction by City agencies. Executive Order 121 of 2008 charged the Mayor's Office of Contract Services (MOCS) with developing guidelines, as appropriate, for professional qualifications for the City's senior procurement staff. MOCS' training program was created with the goal of ensuring that the agencies are regularly trained on the best practices in procurement methods and policies.

2. TRAINING PROGRAM AND PTI EXPANSION

The MOCS Learning and Development team ("MOCS L&D") continues to lead learning and development offerings for citywide procurement professionals, vendors, and MOCS Staff.

Since the team's formation in 2022, the MOCS L&D team has been making significant progress in developing a robust number of learning engagements for citywide procurement staff. In 2025, the training program included:

- Procurement Trainings
- PASSPort Learning Resources
- M/WBE Trainings Support
- LMS Procurement Training Institute E-courses
- Procurement Leaders Meetings

2.1 Procurement Trainings

In 2025, MOCS L&D produced **13 procurement process trainings** in live webinar format. These webinars, typically spanning 1.5 to 2 hours, were hosted by MOCS with the support of the DCAS Citywide Training Center (CTC). Guest presenters were staff from MOCS and other City Agencies with subject matter expertise in relevant training topics.

The webinars covered the following topics:

- Local Law 63
- PASSPort Financials
- Community Hiring
- Procurement Methods
- Returnable Grant Fund Loans
- Project Labor Agreements
- Supporting Nonprofits

MOCS promoted these agency trainings via the DCAS CTC Catalog and sent email invitations to all of MOCS' citywide procurement staff contacts. The recordings of the trainings, as well as the presentation decks, are published to [BuyWise](#) for six months and available in the MOCS Procurement Training Institute LMS. Recorded webinars and materials are used to create e-courses for the Procurement Training Institute LMS (See Section 2.4).

2.2 PASSPort Learning Resources

MOCS leads the development of learning resources for **PASSPort (Procurement and Sourcing Solutions Portal)** end-users. These learning resources, which go over not only the functionalities but also best practices and policy directives, are available to users in the following formats: guides, trainings (live webinars), and webinar recordings. All PASSPort learning resources are published on [BuyWise](#).

With the **Fall 2024 PASSPort Release** (also known as PASSPort Release 6) which launched on September 23, 2024, MOCS rolled out a comprehensive communications and training plan to educate all stakeholders and PASSPort system users in regard to the latest system functionalities, features, and interface updates. MOCS made available guides, webinars, and webinar recordings upon the launch of the new system release. MOCS published over 25 guides on the new functionality.

PASSPort guides have been a staple for user learning since the initial launch of PASSPort in 2017; they provide detailed step-by-step instructions with annotated screenshots. Noteworthy on the PASSPort materials-end is MOCS' progress towards accessibility, which is in line with citywide accessibility efforts under [Local Law 12 of 2023](#). As of November 2023, all new PASSPort guides are being published as **Web Guides**. Web Guides allow for content to be published directly to web pages which increases accessibility. It also provides a seamless experience to translate the

language through Google Translate.

Among the resources MOCS created, one of the most popular remains the interactive **Contracting Roadmap** created in September 2023, which has become the go-to resource for vendors in learning more about doing business with the City. The Contracting Roadmap has since enjoyed more than 67,000 views. While the target user group of the Contracting Roadmap is vendors, City employees, including procurement professionals, benefit from this new resource as well by learning the vendor-side of the contracting experience.

Contracting Roadmap

Welcome to our new interactive Contracting Roadmap!

Want to learn how to do business with the City of New York?

The Contracting Roadmap will guide you through the process.

Start your contracting journey – click Get Ready To Do Business.



In 2025, MOCS produced a new resource for city procurement professionals, the [**NYC Procurement Roadmap for Agencies**](#). The NYC Procurement Roadmap for Agencies was rolled out first as a PDF resource, then released in September 2025 as an interactive map published to BuyWise. This tool serves procurement staff from all levels of expertise to staff interested in learning the basics of NYC procurement. The “Roadmap” includes steps from Identifying a Need through to Contract Management with key city agency actions at each procurement step and activities for vendors aligning with each stage in the process. Since its initial rollout, the NYC Procurement Roadmap for Agencies has had over 2,400 views.

NYC Procurement Roadmap for Agencies

**New to NYC procurement or just need a refresher?
This roadmap is for you!**

The roadmap guides Agency procurement professionals through the 11 steps in the NYC procurement process for contracts managed in PASSPort.

Follow the roadmap step-by-step or jump to the sections you need.

NYC Procurements: 11 Key Steps for Agencies



2.3 M/WBE Trainings Support

In 2025, MOCS supported several **M/WBE live webinars** for NYC procurement professionals. M/WBE trainings are organized by SBS and the Mayor's Office of M/WBE and delivered through the DCAS Citywide Training Center. 2025 M/WBE Trainings comprised:

- 101: M/WBE Program Overview
- 102: Identifying M/WBEs for Opportunities, incl. Online Directory
- 201: Incorporating the M/WBE Program into the Procurement Process
- 202: Best Practices for M/WBE Goal Setting
- 203: M/WBE Program Resources
- 204: Best Practices for M/WBE Networking & Outreach
- 301: M/WBE Procurement and Utilization Plans
- 302: M/WBE Program Compliance and Administration

2.4 MOCS Procurement Training Institute (LMS)

In Spring 2024, MOCS started to offer procurement courses through the **MOCS Procurement Training Institute (LMS)** and continues to provision senior city procurement staff and all MOCS staff with access. **24/7 access** to a growing library of mobile-friendly learning resources. MOCS plans to continually add to the procurement topic library as it expands course offerings. Senior procurement personnel of Mayoral agencies currently can take 40 MOCS' online courses on procurement topics:

- Ethics in Procurement
- Best Value Bids and Proposals
- Community Hiring
- Competitive Sealed Bids
- Competitive Sealed Proposals
- Discretionary Funding
- Emergency Purchasing
- Environmentally Preferable Purchasing
- Human Service Contract Monitoring
- Franchises and Concessions
- Labor Law Compliance
- Local Law 34
- Local Law 63
- PASSPort Financials
- Performance Evaluation
- Procurement Overview
- Project Labor Agreements
- Responsibility Determination
- Returnable Grant Fund Loans
- Sole Source Procurements

- Supporting Nonprofits
- Vendor Integrity Review
- Writing Communications for Government Procurement

For public employees to uphold the City's underlying procurement policy related to ethics and comply with PPB Rule § 1-03(a) (requiring that all public employees responsible for the expenditure of taxpayer dollars take the appropriate measures to ensure that their conduct does not violate the public trust placed in them,) all procurement personnel must take, at a minimum, the **Ethics in Procurement** e-course.

2.5 Procurement Leaders Meetings

MOCS continues to provide procurement policy changes and updates during the monthly **Procurement Leaders Meetings**, including guest speakers from other City Agencies presenting on a variety of procurement-related topics.

Examples of topics presented in 2025 include, but are not limited to, PASSPort functionality updates and enhancements, legislation updates, reporting requirements, and procurement-related programs.

The meeting presentations and follow-up emails are published on [BuyWise](#).

INDICATORS

- The **13 Procurement Process Trainings** live webinars in conjunction with DCAS yielded a total of 4,103 registrants and **3,085 attendees** with an average of 93% of attendees rating the trainings as Excellent or Very Good. The top five most popular webinars in terms of attendance numbers were, in descending order: PASSPort Financials 101, Managing Invoices and Payments in PASSPort, Direct Orders in PASSPort, Procurement Methods 101, Best Value Bids and Proposals.

Training	Registrants	Attendees	Attendance Rate	Attendees Rating Training as Excellent/Very Good
PASSPort Financials 101	569	457	80%	92%
Managing Invoices and Payments in PASSPort	600	427	71%	96%
Direct Orders in PASSPort	488	411	84%	92%
Procurement Methods 101	411	308	75%	94%
Best Value Bids and Proposals	318	248	78%	91%
Writing Communications for Government Procurement	260	224	86%	90%
Mixed-Funded Contract Functionality in PASSPort	256	185	72%	98%
Introduction to Community Hiring	224	156	70%	88%
Understanding and Supporting Nonprofits	211	152	72%	94%
Local Law 63	195	142	73%	88%
Project Labor Agreements	218	141	65%	92%
Returnable Grant Fund (RGF) Loan Program	170	130	76%	93%
Local Law 63	183	104	57%	97%
Totals and Averages	4103	3085	75%	93%

- The 5 most popular webinars hosted in terms of attendance numbers in 2025 yielded a total of 2386 registrants and **1851 attendees**.
- The **Contracting Roadmap** web page yielded more than 67,000 views since its launch in September 2023.
- The **17 M/WBE Trainings** supported by MOCS yielded **648 attendees**. The top five popular webinars in terms of attendance numbers were, in descending order: M/WBE Program Overview, Incorporating M/WBES into the Procurement Process, M/WBE Program Compliance and Administration, M/WBE Program Resources, Best Practices for M/WBE Goal Setting..
- **MOCS Procurement Training Institute (LMS)** reports indicate **649** platform users as of December 31, 2025. Platform users had **192** course completions in the City of New (NYC) Procurement series, which included 70 completions of the “Ethics” A Crash Course for NYC Public Procurement Professional by MOCS new hires.
- Over **160 participants** typically attend MOCS’ **Monthly Procurement Leaders Meeting**, including all Mayoral Agencies Agency Chief Contracting Officers (ACCOs), Deputy Agency Chief Contracting Officers (DACCOs), and selected procurement professionals who are expected to attend and pass on the information to their procurement staff.